

## **Model Community Guidelines Convenience Store**

1. Practice waste reduction, reuse and recycling:
  - Use reusable items vs. Disposable items (e.g. Ceramic mugs for staff)
  - Practice double-sided photocopying
  - Set up in-house recycling program (e.g. Office paper and corrugated cardboard)
  - Purchase supplies in bulk where possible
  - Reuse scrap paper (e.g. Make into note pads)
  - Recycle left over newspapers, or work with distributor to take back for recycling unsold or leftover newspapers (if applicable)
  - Reduce amount of junk mail received by writing and advising your current subscription not to share your name and address with other mailers. Also, write to Mail Preference Service, Direct Marketing Association, 11 West 42nd Street, New York, NY 10036
  - Eliminate use of Styrofoam products (e.g. Cups and packaging)
  - Recycle toner or cartridges for copy machine or printer
  - Minimize use and seek out alternatives to toxins (such as cleaners)
2. Use products made from recycled content:
  - Purchase office paper and administrative products made with recycled content (e.g. Paper, letterhead, paper towels, tissue paper, note pads, business cards, credit card slips, etc.; indicate on letterhead, etc., “printed on recycled paper”)
  - Purchase and use at least two other items made with recycled content (e.g. Desk organizers, such as recycling bins, desk top trays, if applicable)
3. Promote waste reduction and recycling:
  - Promote and support community recycling efforts with community boards or space to display swap items or community and community recycling projects
  - Offer incentives to customers who bring their own bags, or mugs for coffee
  - Provide a system to capture returnable bottles
  - Request supplier/manufacturers to provide system to take back non-recyclable packaging
  - Request that supplier/manufacturers use as much recycled content material in packaging as possible
  - Encourage employees to share magazines and newspaper subscriptions
  - Set up drop-off recycling containers on site for paper and plastic bags
  - Stock recycled or recyclable content products